

**OFFICE OF THE ATTORNEY GENERAL**  
**Procurement Policy Compliance and Monitoring Board**  
MEETING MINUTES  
**January 27<sup>th</sup> 2016**

The Procurement Policy and Compliance Monitoring Board met in public session On **Wednesday, January 27<sup>th</sup> 2016** in the James R. Thompson Center, 100 West Randolph Street, 11-722A and in the Illinois Attorney General's main office, 500 South Second Street, Room 214, pursuant to notice.

Karla Schreiber, Chairperson called the meeting to order at 2:00 p.m.

**ROLL CALL**

**Board members present (4):**

Springfield:           Dave Boots, absent  
                              Joe Small, present  
                              Pam Blackorby, present

Chicago:                Karla Schreiber, present  
                              Sam Dorger, present

Other staff:            Melissa Mahoney, Chief Procurement Officer  
                              Rocco LaSalvia, Acting State Purchasing Officer  
                              Eileen Baumstark-Pratt, Board Secretary  
                              Emily Vivian, Land Acquisition  
                              Iris Delgado, Purchasing Supervisor  
                              Jay Wagner, Chief Internal Auditor

**Approval of minutes from the meeting held on October 26, 2015**

Karla Schreiber, Chairperson asked the Board to review and approve minutes from the Wednesday, October 26, 2015, Procurement Policy Compliance and Monitoring Board (PPCMB) meeting. Sam Dorger moved and Dave Boots seconded the motion and by unanimous vote, the minutes from the meeting held on Wednesday, October 26, 2015, were approved.

The motion carried on the following voice vote:

**Yeas:** Karla Schreiber, Sam Dorger, Dave Boots, Joe Small and Pam Blackorby

**Old Business:**

Karla Schreiber, Chairperson asked if there were any old business that needed to be addressed.

No comments were received.

## **New Business**

### **West Publishing Corporation Text Purchases under the CMS Master Contract #584628**

Rocco La Salvia, Acting SPO explained, on June 23, 2014, a packet was presented to the PPCMB outlining a request received from Library Services to execute a purchase order and establish a new Special Offer Agreement between West Publishing and the OAG as provided for under the newly established CMS Master Contract # 584628 effective July 1, 2014.

Under our Special Offer Agreement the office would be able to subscribe to Westlaw on-line resources and secure various print products at a thirty percent (30%) discounted rate.

The annual fixed pricing schedule for the online research subscription resources was outlined in the previous packet submitted for the June 23, 2014 PPCMB meeting. During that meeting Office Services indicated that Library Services intended to submit the print product request in July that would grant authorization to secure various products during Fiscal Year 2015.

Office Service will execute a purchase order not to exceed \$65,000.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members

### **National Consumer Law Center (NCLC) increase in User Access**

Rocco La Salvia, Acting SPO explained, Office Services received a purchase request from Library Services to increase user access for an existing online and publication subscription the office had previously secured for FY2016. This subscription includes several publications under the title of "The Consumer Credit and Sales Legal Practice Series." There are approximately twenty (20) treatises in this series that our Consumer Fraud staff use on a regular basis.

The office had secured the printed version of the series; however, Library Services was informed prior to the subscription renewal for FY2016 that this series and all updates/supplements will only be available on-line.

The original FY2016 purchase order that was issued had a value of \$4,860.00 which included the print and on-line subscriptions for the Chicago and Springfield Offices; fees to establish an IP access for each respective office; and the fees for users that could access these resources from our regional / satellite offices that handle consumer workload.

Rocco further explained the request will add two (2) additional users for our Carbondale Office at an additional cost of \$360.00; the additional cost will increase the overall FY2016 obligation to \$5,220.00.

Office Services will execute a purchase order in the amount of \$360.00 to secure additional user access for the Carbondale Office.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members

### **Copy Paper Purchase Fiscal Year 2016**

Rocco La Salvia, Acting SPO explained, Office Services will need to purchase additional copy paper for the remainder of Fiscal Year 2016. The previous FY 2016 purchase order covered the term of the CMS Master Contract #4017647, July 1, 2015 through February 7, 2016. Rocco further explained, CMS did exercise a renewal option with Midland Paper extending the contract through February 7, 2018. Office Services anticipates purchasing up to Thirty three (33) skids of paper during the remainder of FY2016.

Office Services will execute a purchase order to continue purchasing paper from Midland Paper, the CMS awarded vendor. The anticipated expenditure amount for the balance of FY 2016 is: \$44,264.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members

### **Copy Paper Purchase Fiscal Year 2017**

Rocco La Salvia, Acting SPO explained, Office Services will need to purchase copy paper throughout Fiscal Year 2017. CMS has renewed their Master Contract #4017647 with Midland Paper extending the term through February 7, 2018. Office Services anticipates purchasing up to seventy nine (79) skids of paper during FY2018.

Office Services will execute a purchase order to purchase paper through Midland Paper, the CMS awarded vendor. The anticipated expenditure amount for FY 2017, based on contract pricing, is \$105,902.00.

#### **Public Comment:**

Karla Schreiber, Chairperson asked if there were any public comments. No public comment.

#### **Adjournment:**

There being no further business to come before the PPCMB Board, Sam Dorger moved and Dave Boots seconded that the meeting adjourn.

The motion carried by the following voice vote.

**Yeas:** Karla Schreiber, Sam Dorger, Dave Boots, Joe Small and Pam Blackorby

The meeting adjourned at 2:06 p.m.